



**CITY OF KELSO  
COMMUNITY DEVELOPMENT DEPARTMENT**

P.O. Box 819  
203 S. Pacific Ave., Ste. 208  
Kelso, WA 98626

Phone: 360-423-9922 ~ Fax: 360-423-6591

## FINAL PLAT CHECKLIST

The following checklist identifies information to be included with the application for Subdivision Final Plat. **The Final Plat application shall be submitted after the preliminary subdivision is approved. The preliminary plat approval expires three years from the date of City Council's approval unless an extension request is made by the applicant no later than thirty (30) days before the expiration of the three-year approval period.** Issuance of building permits or sale or lease of the lots within a subdivision is not permitted until the final subdivision is recorded with one exception. In recognition of the original building right, one building permit on the original parcel may be pursued during the subdivision process, so long as it conforms with the preliminary subdivision.

**All of the following information must be submitted and all the following fees must be paid** before the application is considered complete.

**I) One(1) digital copy of proposed site plan in PDF or JPEG format.**

**II) Four (4) folded and collated copies of the following information:**

- 1. Master Land Use Application Form** - shall be completed and signed in ink by the applicant and property owner(s).
- 2. Proposed Articles of Incorporation, Bylaws, and Covenants, Conditions, and Restrictions (CCRs), if applicable.**
- 3. Other Applicable Fees** – including, but not limited to:
  - a) The inspection fees as required by Chapter 16.12 have been paid.
  - b) The fees as prescribed by resolution for each street sign required by the Public Works Director have been paid.
  - c) Any outstanding property taxes have been paid.
- 4. Site Plan** – **i) full size copies** (typically in 24" x 36" format) drawn to scale (not less than 1"= 20' and not more than 1"=50') and **ii) reduced copies** in 11" x 17" or 8 1/2" x 11" format showing at a minimum the following:
  - a) Name of the proposed subdivision, date, scale, and north arrow.
  - b) Property owner's name, address, phone, and fax number
  - c) The signatures of the owner(s) of the land to be involved and/or legally designated signatory.

- d) A certificate by a registered land surveyor certifying that the boundaries of the land have been surveyed and monumental and that all distances and bearings on the preliminary plat are accurate.
- e) Vicinity map.
- f) All open space, facilities and improvements reserved for use of the subdivision residents and restrictions on their use shown clearly and precisely on the face of the final plat.
- g) All existing monuments of record, courses and distance necessary to re-stake any portion of said plat from said map.
- h) As-built plans of such required improvements as have been completed; unless other arrangements are made to guarantee that "as built" plans will be submitted.
- i) If required improvements have not been completed a plat performance bond or other security conforming to Chapter 16 must be met.
- j) The final plat shall show acknowledgements, dedications, Treasurer's Certificate, approvals by the Planning Commission Chairman, Mayor, City Clerk-Treasurer, Public Works Director.
- k) If a local improvement district is proposed, a petition for creation of the district, unless the city council in approving the preliminary plat indicated it would create a district by resolution.
- l) Identify the number and dimensions of all proposed lots and/or tracts. Lots and/or tracts shall be sequentially numbered or lettered.
- m) Show protected critical areas and buffers pursuant to KMC Chapter 18.20 (if applicable).
- n) A title report issued within 90 days of application, showing all persons having an ownership interest, a legal description describing exterior boundary of application site and listing all encumbrances affecting said site.
- o) Any additional information determined to be necessary to demonstrate compliance with any other provisions of the Kelso Municipal Code (KMC).